

ON-LINE AVAILABILITY FOR YEAR END CLOSING

In order to accommodate necessary year-end closing tasks, the MAIN FACS on-line availability schedule will be:

- MAIN FACS will be available until 5 p.m. on Monday, September 30, 2002. This is one hour earlier than the regular schedule.
- MAIN FACS will not be available at 7 a.m. on Tuesday, October 1, 2002. When on-lines become available, a Tip & Technique will be issued to the users.

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Many tasks are required to post transactions in the proper fiscal year and to close the State of Michigan's books. This document has been prepared to provide users with helpful tips in closing the State's book for Fiscal Year 2002. Following are tips concerning Year-End Closing for users of MAIN FACS (ADPICS and R_STARS):

ACTIONS REQUIRED AROUND SEPTEMBER 30, 2002

Users will need to make transaction processing decisions around September 30, 2002, as follows:

1. Proper Fiscal Year (FY) for posting. Both FY02 and FY03 will be available for most users. Consult the DMB Office of Financial Management's (OFM's) Financial Reporting and Accounting Manual, and/or your agency's chief accountant for guidance.
2. Proper Appropriation Year (AY) for posting. All previous appropriation years where authority remains and the profiles have an active status can be input on a transaction. In general, except for capital outlay, work project transactions, liquidation of encumbrances and liabilities, or collection on accounts receivable, the AY for FY02 should be AY02.

Caution: On transaction entry screens the AY will default to 03 beginning October 1, 2002 (once the FY is 03).

Additionally, users need to be aware of the following transaction processing activities at the same time:

1. All manual warrants issued must be recorded in the system. Care should be taken to ensure the correct information is entered.
2. Requests for RMDS reports should be reviewed to eliminate unneeded FY02 requests and to add appropriate FY03 requests.
3. The Internal Transaction (IT) file in R_STARS should be cleared, to the extent possible, to ensure posting of transactions to the proper fiscal year.

EFFECTIVE DATE IN ADPICS FOR MONTH 13 TRANSACTIONS

When entering ADPICS transactions for the 13th month, the effective date must be entered in the following exact format: **09/31/2002**. The system will not automatically format the date the way ADPICS does for all other calendar dates. Remember, ADPICS defaults to the current calendar date, e.g., 10/01/2002; therefore, if you want an Old Year date, you must key it.

ADPICS DOCUMENT CANCELLATION

When canceling an AY02 purchase order or requisition after September closes on October 7, 2002, it will be necessary to **change the effective date** on the Document Cancellation screen (PCHL8500) to **09/31/2002** in order to liquidate the encumbrance/pre-encumbrance in FY02. Between October 1, 2002, and October 7, 2002, agencies can input 9/30/2002 or 9/31/2002. If you do not change the effective date on the FY02 purchase order or requisition, an edit will prevent you from canceling the purchase order or requisition in the incorrect year. If users try to enter a FY03 date, they will receive the following error message:

"G568 EFFECTIVE DATE MUST BE IN THE SAME FISCAL YR AS REFERENCED DOC EFF DATE."

Users will then need to change the effective date of the cancellation document to 09/31/2002. See Chapter 14 of the OFM Financial Reporting and Accounting Manual for more detail.

ADPICS ADVICE OF CHANGE

When using the Advice of Change process to change the Appropriation Year 2002 accounting on a requisition/purchase order to 2003 accounting, it is necessary to **enter the interface type of "YR" or "YP"** on the requisition or purchase order. See Chapter 14 of the OFM Financial Reporting and Accounting Manual for more detail. Interface types "YR" and "YP" will not be available for use until October 1, 2002.

WARRANTS CANCELED

It is important to designate the appropriate AY year when re-issuing warrants that have been canceled. For example, if a warrant issued with AY02 and FY02 R_STARS coding block is canceled in FY03, when the warrant is re-issued, you must be sure to charge the same AY02 R_STARS coding block as charged on the original warrant. Generally, the only difference between the original voucher payable and the re-issuance will be the effective date.

CASH RECEIPTS VIA CREDIT CARDS

Agencies must close out bank card batches daily. Batches for the current fiscal year must be closed out by September 28, 2002, before 3 a.m. The close out may be done at the normal agency cut off time on September 27, but no later than 3 a.m. September 28, 2002, in order for the funds to be available on September 30, 2002. American Express and Discover Card batches must be closed out on September 25, 2002. This may be done at the normal time of 5 p.m., and must be done before 10 p.m. for funds to be available on September 30, 2002.

AGENCY OBJECT STRUCTURE

Several agencies have implemented profiles in the object structure defined and controlled by agencies such as D11 Agency Object and D25 Agency Object Group Profile. Because transactions from both AY02 and AY03 will be generated and/or recorded in FY03, it is important to establish agency objects (D11) for both appropriation years. Otherwise, all generated transactions will error out.

DOCUMENT TYPES NO LONGER ACCEPTED IN FY02

If you receive an "EBX - Document stage < SM" error message, you can no longer record a transaction in FY02 with that document type. This does not affect transactions being processed in FY03.

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